



Date

Your Company Name

Street Address

City, State, Zip

Phone: (phone number)

Fax: (fax number)

Dear (Preferred Supplier),

We've contacted you several times about enrolling in the MasterCard® Corporate Purchasing Card® program for suppliers—but we haven't heard back from you.

Joining the program will allow you to accept the MasterCard Corporate Purchasing Card for transactions that you'd normally invoice, improving your cash flow and eliminating costly paperwork.

Purchasing card orders can:

Facilitate payment in days instead of weeks

Electronically authorize purchases

Eliminate invoices for purchases

Enrolling in the program will also help you maintain your preferred vendor status.

Act now to maintain your preferred vendor status with (buyer/cardholder company).

We need to know immediately if your company can start accepting the MasterCard Corporate Purchasing Card.

Do you currently accept MasterCard® cards for payment?

☐ **Yes** If yes, are you able to include the sales tax amount and our customer code with transactions?

☐ Yes

☐ No If no, please call your credit card service provider to upgrade to Level II data.

☐ **No** If no, to begin accepting MasterCard cards for payment, you have the following options:

1. To sign up, please call (contact name) at (phone number) to make arrangements for acceptance.
2. To apply for acceptance online, go to: mastercardmerchant.com/accept_mastercard.
3. To apply for acceptance by fax, submit the attached form to (contact name) at (fax number).

Thank you,

Name

Title